

2000 BOUNDARY AND ANNEXATION SURVEY BOUNDARY, FEATURES AND ADDRESS ANNOTATION GUIDE

The Census Bureau is making numerous changes to reduce costs and to deliver more accurate and timely census data products. One of our goals is to improve the efficiency and accuracy of assigning housing units to the correct governmental or tribal unit. To do this, we need information when the current legal boundary intersects a street or road that has house numbers and street name addresses along it.

We need your help to improve our feature and address information as part of the 2000 Boundary and Annexation Survey (BAS). Please review and annotate the map(s) with any needed address information after you complete the boundary review and update if necessary, and sign the submittal box stating the accuracy of the boundary on the enclosed BAS map(s) and form(s). Please return the signed BAS map(s) and form(s) within the time period noted in the letter, regardless of whether you can help us with the address information we request.

Although the address information is important to us, a timely response regarding boundary changes is more important. If you need more time to provide the requested address information, please return only those signed map sheets with boundary changes and the completed BAS form(s). When you do this, please request replacement map sheets for the returned map(s) by calling the appropriate toll-free telephone number noted on page 2.

Special Note

The Census Bureau attempted to limit its request for address information to those jurisdictions that have a house-number/street-name mailing address system. If your jurisdiction does not have house-number /street-name addresses used for mail delivery, or if none of these addresses exist in the vicinity of any boundary, you may ignore this request. However, if your governmental or tribal unit did not previously have address coverage and now does, or has partial coverage, please annotate the addresses wherever your boundaries cross an addressed street.

Instructions for Entering Changes on the BAS Map

We enclosed a computer-generated map(s) and survey form(s) showing this information in our records for the legal boundaries of your governmental or tribal unit. The map(s) display feature names throughout and address information along the streets in the vicinity of your legal boundaries.

If this information is not complete or accurate, please follow these step-by-step instructions to make corrections. Use the enclosed return envelope or mailing label to mail the signed and updated map(s) and survey form(s) back to us.

1. Boundary Review and Update

- Step 1. COMPARE—the boundary on the BAS map(s) to the current legal boundary of your jurisdiction. If there is a discrepancy, please correct the BAS map(s) using the update procedures below.
- Step 2. UPDATE—the map(s) if the boundary shown does not correctly depict the current legal boundary of your jurisdiction. Use the enclosed red pencil to make boundary updates on the map(s).
 - a. For "regular" boundary changes, draw the new boundary and cross out the portion of the boundary that is incorrect using a string of red "Xs." Add the number of the legal action authorizing the change, along with the effective date of each annexation or detachment you show on the map. See Figure 1 for an example of the information that should be shown when you correct a boundary.



Figure 1

- b. If the boundary change represents a correction to our map where the boundary is not accurately displayed, please use the red pencil and mark the correction with the letters "BC" to identify the change as a boundary correction.
- c. If the boundary is offset on both sides of the center line of a road feature creating a narrow strip of land that includes only road surface or road surface and right-of-way, and no structures, we call this portion of your governmental or tribal unit a corporate corridor. To show a corporate corridor on the BAS map(s), use the red pencil to draw the boundary close to both sides of the line representing the road, but not touching the road. Mark the beginning and the end of the corporate corridor with hatch (//) marks. Annotate the corporate corridor with the letters "CC" next to it. See Figure 2 below for an example of what qualifies as a corporate corridor on the ground.

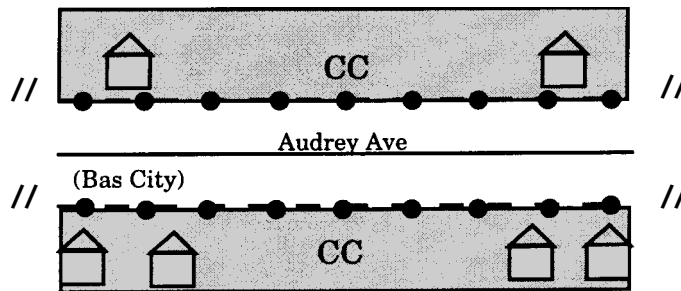


Figure 2

- d. If the boundary is offset from one side of the center line of a road feature and does not contain structures, we call it an offset boundary. To show an offset boundary on the BAS map(s), draw the boundary using the red pencil close to but not touching the offset road. Mark the beginning and the end of the offset boundary with hatch (//) marks. Annotate the offset with the word "OFF" next to it. See Figure 3 below for an example of what qualifies as an offset boundary on the ground.

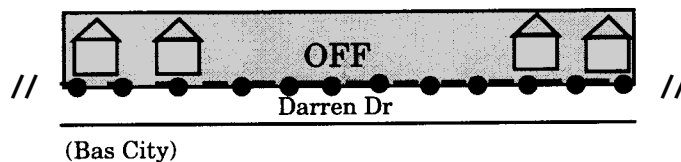


Figure 3

When finished annotating a new boundary, please ensure that the boundary "closes;" that is, that the boundary is continuous around your entire jurisdiction, with no gaps.

If your boundary extends beyond the detail on the map or you need replacement maps for address update, please request additional map coverage from the appropriate toll-free telephone number listed below:

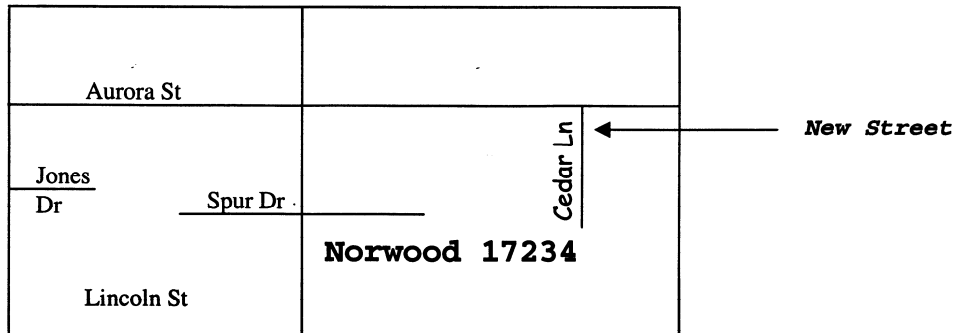
1-800-972-5653
(for counties and statistically equivalent entities,
minor civil divisions, and American Indian areas)
1-800-972-5651
(for places)

- Step 3. **COMPLETE**—the form(s). If your area is a municipality, list all legal annexations or detachments requested on the forms BAS-1A and BAS-3A only. Enter on the survey form the authorization type, legal number, and the effective date of each annexation and detachment shown on the map. Be sure to note where one of these actions places your area within a new minor civil division (if any). Include the estimated area (square miles or acres), and the current estimated population and housing for each listed action. If your area is an American Indian reservation and/or off-reservation trust land area, provide the legal documentation information requested on form BAS-5A.
- Step 4. **SIGN**—the map(s) when the map(s) depict the correct legal boundary of your governmental or tribal unit to the best of your knowledge. All boundaries collected in the BAS are for the presentation of statistical data from Census 2000. Please sign and date the submission box of all maps with changes (boundary, feature and/or addresses). If there are no changes and your governmental or tribal unit is on more than one map sheet, please sign the index sheet. If there are no changes and your governmental or tribal unit is displayed on one map sheet, please sign the one sheet.
- Step 5. **RETURN**—only the signed map(s) with changes (if no changes, return either the index sheet or one map as described above) and the completed survey form(s) to us, using the enclosed return envelope or mailing label provided in your mailing package.

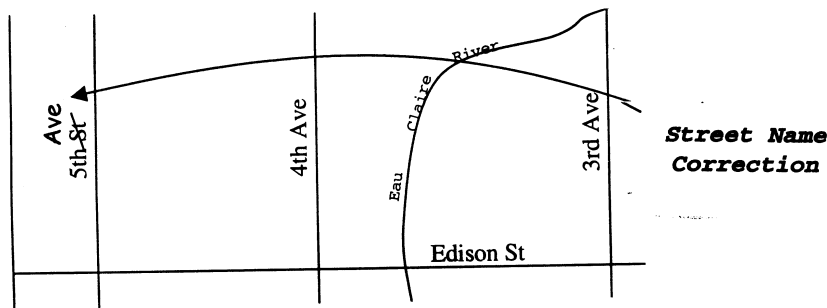
2. Street and Other Features Update

Please note that the Census Bureau is not specifically requesting street updates as part of the 2000 BAS. If you wish to provide any street or other map feature updates, use the procedures below.

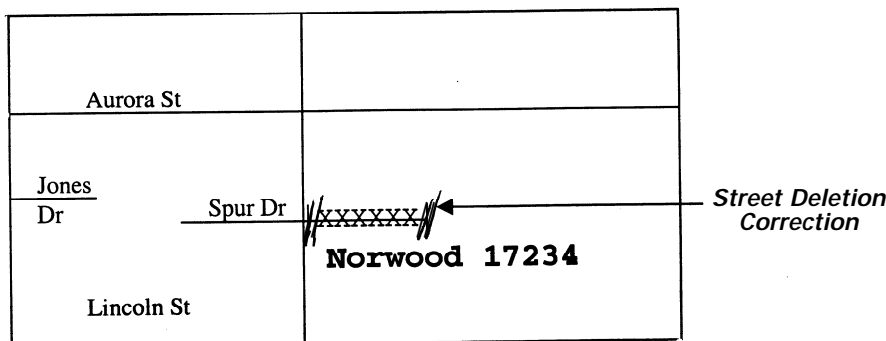
- a. To add a missing street or other base map feature, draw the feature on the map using the purple pencil.



- b. To add a street or other base map feature name, print the name along the feature using the purple pencil. Print alternate names, if known, in parentheses. If the area is too congested to add all the feature names on the map provided, number each feature and list this number and the corresponding feature name in the map margin or an uncongested spot close to the feature's actual location. For example: 1. Maple Ave., 2. Oak St., 3. Pine Way (U.S. Hwy. 1). Do not repeat numbers on a map sheet.



- c. To correct a street or other base map feature name, line through the incorrect name and print the correct name above the incorrect name using the purple pencil.
- d. To delete a street or other base map feature, cross out what is to be removed using a string of "Xs." Delete features only if nonexistent or if the street is impassable. Do not delete a street because your jurisdiction is not responsible for maintaining it. (See item e below.) Mark the beginning and end of the base feature to be deleted with hatch (/) marks.



- e. For private roads, such as, mining, logging, farm roads, or private driveways, do not delete if existing, but label "PR" for private.
- f. To move or correct a street or other base map feature, use a combination of the above add and delete instructions.

3. Address Update

Use the enclosed purple pencil for annotating address number information on the BAS map(s). We prefer potential versus actual address numbers. By "potential" we mean the lowest or highest (as appropriate) address that could be assigned to a location, even though an actual structure may not exist having that address. For example, if the last building on a street inside your jurisdiction has the number 768, but your records show numbers up to 798 would still be inside your jurisdiction, annotate 798. If potential addresses are not available, please provide the actual addresses. Please print the address numbers as neatly and legibly as possible.

- a. Please verify the lowest or highest (as appropriate) address number assigned inside your governmental or tribal unit on both sides of every street or road intersected by the current legal boundary. That is, wherever the computer-plotted boundary intersects an addressed street or road.

If you do not agree with an address that is preprinted on the map, line through the address and print the correct address number, using the purple pencil, parallel to and on the appropriate side of each street either above or below the plotted address. Add missing address information where none is shown on the maps in the same manner.

For boundary changes, where the red pencil boundary you added intersects an addressed street, please print the lowest or highest (as appropriate) potential address number assigned inside your governmental or tribal unit parallel to and on the appropriate side of each street. See Figure 1 for an example of how address numbers added to the map along a changed boundary should appear.

- b. If your updated boundary (red pencil) frequently crosses a congested network of streets or roads, and where entering all the addresses would be difficult to read, please draw, using the appropriate color pencil: (red for boundary; purple for features, feature names and addresses) an inset (enlargement) in the map margin or an uncongested area of the map showing the streets with the boundary superimposed over them and print the addresses where the boundary intersects each addressed street. Either draw an arrow from the inset to the congested streets, or if you need many insets, label the congested area and the inset with a letter, starting with "A." Do not repeat letters on a map sheet.

If there is not enough space on the map or margin to draw the insets, you may use a separate piece of paper. Please label the paper with your governmental or tribal unit's name, state name, the BAS map number, and the inset letter to which you are referring on the map.

In very congested areas, you may send us a copy of your local source maps with the updates required in the congested area highlighted.